

BEEKAY TAXATION & INVESTMENT LLP

Tax & Financial Consultants | New Delhi

Your Guide to Income Tax Return Filing

FY 2025-26 | AY 2026-27

Everything you need to know — in plain, simple language.

A note from our team

Dear Client,

i Every year during tax season, we receive many calls asking: "When will my return be filed?" or "What do you need from me?"

This short guide answers all of that — so you always know exactly what is happening, what to expect, and when. No confusion, no stress.

How your return gets filed — step by step

You share your documents with us

Send us your Form 16, bank statements, investment proofs, and any other income details. The sooner you share, the faster we can start work on your return.

01

Please wait up to 7 working days after sharing your documents.

Our team will process your data and prepare the tax computation. If any additional document or information is needed, a team member will call you directly.

Have capital gains or sold a property? Please allow up to 10 working days — these cases require additional calculations and verification.

02

We review and organise everything

Our team goes through all your documents, checks for anything missing, and gets back to you if we need something extra. We do this carefully — no detail is missed.

03

We compute your tax

We calculate your tax under both the Old Regime and the New Regime, then tell you

which one saves you more money. You decide which one you want to go with.

04

You approve the computation

We share a clear summary of your income, deductions, and final tax liability with you. You review it, ask any questions, and give us your go-ahead.

05

We file your return

Once you approve, we file your Income Tax Return on the government portal (incometax.gov.in). This usually takes 1 working day after your approval.

06

You receive your ITR acknowledgment

Within minutes of filing, you will receive an ITR-V acknowledgment by email from the Income Tax Department. Please save this — it is your proof of filing.

07

You e-verify your return

You must e-verify your return within 30 days of filing. We will guide you on how to do this — it takes less than 2 minutes via Aadhaar OTP or net banking.

08

IT Department processes your return

The department reviews your return. This usually takes 2 to 6 months. You do not need to do anything during this period.

09

Refund is credited (if applicable)

If you are owed a refund, it will be directly credited to your pre-validated bank account. You will receive an SMS and email from the IT Department when it is processed.

Important dates & deadlines — FY 2025-26 (AY 2026-27)

**15 July
2026**

Document submission deadline (our internal cutoff)

Please send us all your documents by this date so we have enough time to file your return without any last-minute rush.

Kindly Upload the Documents on our site. [Beekay Associates](#)

**31 July
2026**

Last date to file your return — on time (salaried / non-audit)(ITR-1, ITR-2)

This is the government's due date for salaried individuals and most non-business cases. Filing by this date avoids any late fee.

**31 August
2026**

Last date to file your return — on time (Business/Profession)(ITR-3, ITR-4)

This is the government's due date for **Business/Profession** individuals and most business cases. Filing by this date avoids any late fee.

**31 Oct
2026**

Last date for business / audit cases

If your income requires a tax audit, your filing deadline is 31 October 2026.

**31 March
2027**

Belated return — last chance

Missed 31 July? You can still file a belated return, but a late fee of up to Rs. 5,000 applies.

Why filing on time matters

Filing after 31 July/31 Aug 2026 can result in:

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- Late fee of up to Rs. 5,000 under Section 234F
- Interest on any unpaid tax under Section 234A
- Loss of ability to carry forward certain losses (e.g. from capital gains or business)

Please share your documents with us well before 30 June to avoid any of this.